EINSTEIN AMENDED HOLIDAY SCHEDULE FOR CALENDAR YEAR 2016

Election Day

Full-time, Einstein employees who are eligible to vote and are scheduled to work at least seven (7) hours on Election Day are eligible for up to two (2) hours off with pay on Tuesday, November 8, 2016. Part-time employees scheduled to work on Election Day are eligible for time off on a pro-rata basis. Time off should be scheduled in the morning or at the end of the day in order to minimize disruption to services. The scheduling of time off is based on operating needs and is, therefore, at the discretion of supervisory staff within each department.

Thanksgiving Break

The 2016 legal holiday schedule includes Thanksgiving Day (Thursday, November 23). Beginning this year, the College will operate on a skeleton schedule on the day after Thanksgiving. What this means is that staff may work with their departments to take this time off by working a flexible schedule and making up the time at any time prior to the Thanksgiving holiday break. Staff wishing to work on this day may do so by advising their supervisor and/or department administrator directly.

Sabbath Observance for Central Administration for 2016-2017

In observance of the Jewish Sabbath, all Central Administration offices will be officially closed at 4:00 pm. each Friday effective November 11, 2016 through March 10, 2017. All employees in Central Administration offices must compensate for the early Friday departure by shortened lunch hours, early arrivals, late departures or any combination thereof, subject to the approval of the department head. Those employees of the College who are observant of the Sabbath and need to leave earlier than 4:00 P.M. should be permitted to do so under the same terms as outlined above.